

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDs/oc-020

1. TITLE OF REPORT (If a fill-in report include Form No.)

Transfer and Destruction Reports of Cryptographic Material  
Form 111 and 1532. TYPE  
OF  
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME C. S. TING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

☒ COMMUNIZING SYSTEMS

4. NO. OF COPIES PREPARED

Approximately  
11,000 per year

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Aperiodic

6. DISTRIBUTION (No. of components not  
number of copies)☐ COMSEC Accounts

25X1

7. FORMAT (memorandum, form,  
computer print-out, etc)

Form

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OCHB 10.80.3 Formerly

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)OC-CS/CAB and individual  
communications officers and  
communicators11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5 - 13	Average GS-8 \$4.30		Average 10 min		\$0.43		11,000		\$4,730.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

	\$62.00		6 sec		\$0.103		-		\$849.75
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TOTAL COSTS PER YEAR

\$5,579.75

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF APPROPRIATE, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report serves as basic paperwork for all transfers and destruction of cryptographic material for the Agency. It is the legal documentation for all such transactions.